

Sul Ross State University
Position Description

Official Title: Project Archaeologist **Job Code:** 3272
Salary Group: Unclassified

Summary

Function: Performs in a supervisory capacity in conducting archaeological research including survey, testing and excavation. May also be asked to take part in field research in a non-supervisory capacity. Assists in other functions of the Center for Big Bend Studies (CBBS) as assigned by the director.

Scope: Participates in research and other functions of the CBBS.

Duties

Essential: Plans and conducts archaeological field research on private and public lands; responsible for planning fieldwork, i.e. designing research and excavation plans and managing field crews. Must be capable of making authoritative decisions in the field. Conducts laboratory analysis of archaeological materials, including making decisions on the hiring of specialists or delegating responsibility for analyses; responsible for disseminating the results of research through in-house publications, peer-reviewed journals, synopses to funding agencies, presentations at professional conferences and public lectures. Assists CBBS personnel in a variety of other duties pertaining to the mission of the CBBS as assigned.

Non-essential: None

Supervision

Received: Supervised by the CBBS director.

Given: Supervises field crews and guides laboratory analyses ensuring both are done in a scientific and professional manner.

Education

Required: Master's degree in anthropology or archaeology.

Preferred:

Experience

Required: Minimum of three years conducting archaeological research

Preferred: Supervisory archaeological experience in West Texas

Equipment/Skills

Required: Demonstrated ability to carry projects to completion including reporting in a clear and concise manner; excellent oral and interpersonal communication skills; ability to organize tasks and materials and perform duties with limited supervision; ability to establish and maintain effective working relationships with co-workers, private landowners and public agencies; computer literacy including accurate keyboarding; ability to lift and transport equipment weighing up to seventy lbs.; knowledge of GPS mapping and survey technology.

Preferred: Demonstrated effectiveness in providing services in direct and continual contact with the public in a professional setting.

Working Conditions

Usual: Exempt from overtime. Position is Security Sensitive.

Special: Frequent travel with occasional evening and weekend hours.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date Revised: October, 2005